

## A/R Void Receipts

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### A/R Void Receipts

*Daily > Accounts Receivable Receipts > Void Receipts*

When an outstanding receipt is determined to be invalid or a mistake (e.g., a bounced check), a void process is necessary to eliminate it. The void process is intended for an invalid receipt, as opposed to a valid receipt that is determined will never be applied to an invoice, for which the write-off receipt process should be used. A receipt has to be unapplied to be voided.

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### Void A/R Receipt

**Customer ID:** Choose the appropriate customer by typing in the long field to the right of the magnifying glass, or clicking the magnifying glass to select the customer from the list.

**Void Period:** This defines the fiscal period in which the Void entry will be posted. It eliminates the receipt to cash and reverses the credit that the receipt applied.

**Void Date:** This is an informational field for the date of the entry – defaulting to today - but will be irrelevant to the period the entry hits the financials.

**Void Comments:** Open field to write descriptive comments explaining why the void is necessary. These will be shown on the general ledger entry for the void.

**Display:** Click Display to show all unapplied receipts associated with the chosen customer.

**Unapplied Receipt Balances:** The applicable check box lets you choose which receipt to void. The **Select/Deselect All** checkbox at the bottom allows you to choose to void all of the current customer's receipts.

**Applications:** For each receipt, as it's highlighted, the distribution(s) for that receipt will be displayed below in the Applications field. As a default, all distributions will be checked to void the full receipt; however, it is possible to just choose part of the receipt to void based on the distribution checkboxes. Choosing one or more distribution checkboxes and unchecking the other boxes will void just those checked distributions as the portion of the receipt to void.

**Void button:** Once you've made all appropriate selections to void, click the Void button in the top left corner of the screen, and the system will record the Void entry.

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